

**CEMML  
PRE-TRAVEL WORKSHEET**

TRAVELER \_\_\_\_\_

Travelling from (City, State of departure) \_\_\_\_\_

ACCOUNT to be charged \_\_\_\_\_ Transportation:   CSU Vehicle      Private vehicle      Airplane

Departure Dates                      Departure Times                      Return Dates                      Return Times

\_\_\_\_\_

\_\_\_\_\_

<b>RESERVATIONS ARE NEEDED FOR:</b>	<b>(Optional) Preferred Airline, Flight numbers:</b>
airfare _____	_____
lodging _____	_____
rental vehicle _____	_____
other _____	_____

<u>Date</u>	<u>Meals</u>	<u>Lodging</u>	<u>Destination</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Purpose/Justification for Trip (what, why, how trip benefits the project):

Will be accompanied by &/or pay expenses for (CSU personnel) name(s): \_\_\_\_\_

<b>Estimated Expenses:</b>	
Lodging \$ _____	Personal Vehicle _____ miles
Registration Fee \$ _____	Other Expenses (Please Specify):
Rental Car \$ _____	_____
Taxi/Bus/Limo \$ _____	_____
Airline Ticket \$ _____	_____
	_____

**SIGNATURE OF TRAVELER:** \_\_\_\_\_